



Any person in a supervisory position who uses or condones explicit sexual behavior to control, influence, or affect the career, pay, or job of an employee is engaging in sexual harassment. Similarly, any employee or person conducting business with the USDA FS who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

**If you are a **VICTIM**:**

- Tell the offender to stop his/her harassing behavior
- Document the harassing behavior.
- Look for witnesses.
- Tell your supervisor. If the problem is the supervisor, go to his or her supervisor.
- Alternatively, seek assistance from any of the contacts listed below.

**FOR ADVICE OR ASSISTANCE CONTACT:**

Unit FCRO:  
Unit HRO  
Unit Forest Supervisor or Staff Director  
Unit Union Official  
Regional Civil Rights Staff  
Regional H.R. – Employee Relations Staff  
Employee Complaint Process  
Early Intervention Program  
Sexual Harassment Hotline: (707) 562-9228

**SEXUAL HARASSMENT is a form of sex discrimination that involves unwelcome sexual favors and other verbal or physical conduct of a sexual nature when:**

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such (sexual harassing) conduct has the purpose or effects of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

**If you are a **SUPERVISOR**:**

- Treat the problem seriously—it is.
- Tell the employee you will take action—then do it and advise employee.
- Make every effort to resolve the problem at your level.
- Use the Civil Rights Office as a resource.  
You **MUST** report all allegations of sexual harassment to one of the following: R5 Civil Rights Officials; Civil Rights Director, Deputy Director, FWP, R5 Misconduct Investigation Manager, Regional Forester, Associate Regional Forester and appropriate line officer within 24 hours of receiving the allegation.

It is the policy of the USDA Forest Service, Pacific Southwest Region, to ensure that all employees have an equal opportunity in all aspects of employment and are free from any form of sexual harassment. Disciplinary action(s) will be taken against any employee engaging in sexual harassment and any manager or supervisor failing to take prompt and appropriate action to address reports or knowledge of sexual harassment in accordance with USDA FS Regulations. Retaliation and/or reprisal by employees or management against employees who report allegations of sexual harassment or who are the alleged victims of sexual harassment will not be tolerated.